AcqDemo Pay Pool Analysis Tool (PAT)
User Guide

December 2014

The spreadsheet is a Microsoft Excel workbook called **PAT 2014 v1.0** consisting of eighteen tabbed worksheets. The PAT was created for AcqDemo to analyze the results of the pay pool process; it provides a view across pay pools. AcqDemo Personnel Policy Boards may use this tool to analyze aggregated pay pool results. Individual pay pool managers may benefit by using the PAT to review results also as it offers an analysis that goes beyond the functions of the Compensation Management Spreadsheet (CMS). This user guide details how to use the functionalities of the PAT and describes the available reports. The seventeen tabbed worksheets are described in this document in the order in which they appear along the bottom of the workbook.

The views, opinions, and findings contained in this document are those of the authors and should not be construed as an official Department of Defense position, policy, or decision unless so designated by other official documentation.

Getting Started

The PAT workbook may be downloaded from the Pay Pool Notices section of CAS2Net located at _https://acqdemoii.army.mil/_. User access to CAS2Net is authenticated by DoD's e-Authentication system upon log-in.

Enable Macros

The macros must be enabled each time you open the spreadsheet in order for the functions to operate correctly. When opening the spreadsheet, you will likely receive a Security Warning. Select "Enable Content" to enable the macros.
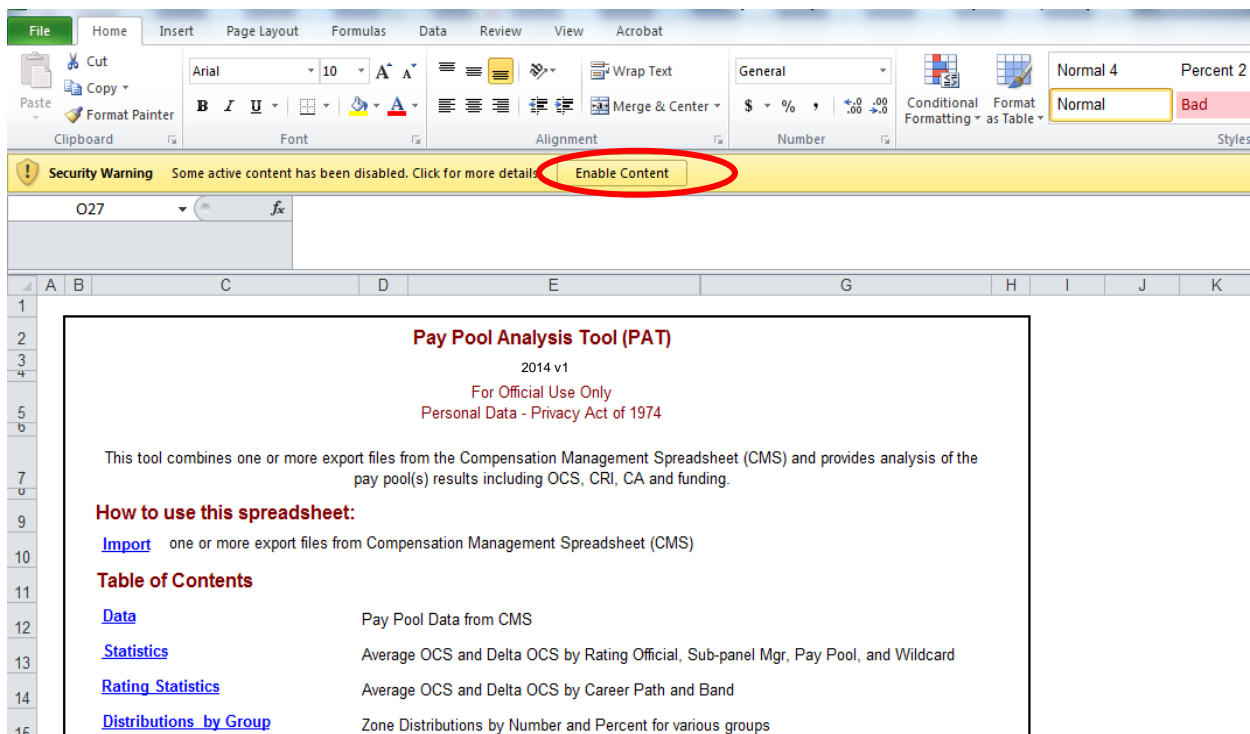
Add-Ins Menu Bar

The PAT has a custom tool bar that appears at the top of each worksheet. Click on the "Add-ins" tab on the menu to view the options for displaying, organizing and printing data.
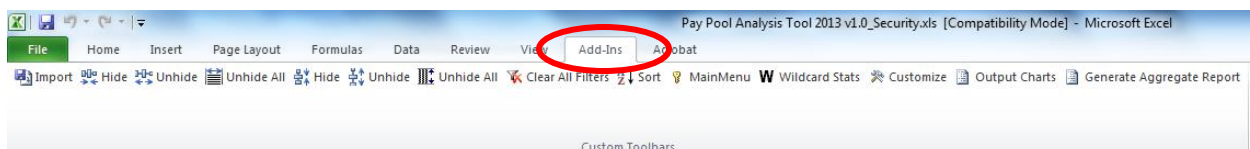
Import – Import data using this button or the "Import" link on the **Instructions** worksheet.

Hide Column – The user may hide columns from view by selecting any cell in the columns to be hidden and then clicking on this button. Single columns are selected by clicking on any cell in

the column. Multiple columns are selected by holding down the <Ctrl> key while clicking on any cells in the columns. A range of columns is selected by clicking and dragging across any row of cells in the range of columns. The first two columns (A and B) cannot be hidden by this method.

Unhide Column – Clicking this button will unhide columns you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then clicking this button.

Unhide All Columns – This button restores to view all hidden columns.

Hide Row – The user may hide rows from view by selecting any cell in the row or rows to be hidden and then clicking on this button. A single row is selected by clicking on any cell in the row. Multiple rows are selected by holding down the <Ctrl> key while clicking on any cells in the rows. A range of rows is selected by clicking and dragging up or down any column of cells.

Unhide Row – Clicking this button will unhide rows you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then clicking this button.

Unhide All Rows – This button restores to view all hidden rows.

Clear All Filters – This button clears all filters you have set, including filters on worksheets other than the one you are currently on. You cannot import data into the workbook with filters set. When you click the "Import" link on the Contents sheet, all filters are automatically cleared.

Sort – Allows the user to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function. You must know the letters of the columns you want to sort on because the column headings cannot be included in the sort range.

Main Menu – This takes you to the Instructions worksheet with quick links to the worksheets.

Wildcard Stats – A window appears allowing you to select the Wildcard columns to be used in statistical reports. The Wildcard values are pulled from the **Data** tab.

Customize – You can reorder and rename pay pools with this button. You can also move Wildcards in the desired order.

Output Charts – Brings up a user form that allows output of any/all chart into Excel or PowerPoint format. Charts are exported as pictures only.

Generate Aggregate Report – Pay pools provide summary feedback to the workforce. This button generates a report that displays aggregate data for rail zones, OCS, delta OCS, salary increases and awards.

Instructions Worksheet

The **Instructions** worksheet (shown below) is the first sheet in the workbook. It provides a brief description of the workbook, its purpose, and contents. The Import function to upload the data to be analyzed is initiated on this sheet. The Table of Contents lists the worksheets that are available to aid in your analysis. You may navigate to each sheet by clicking on the name in the Table of Contents list or by using the tabs at the bottom of the workbook.

Scroll down the **Instructions** sheet and you'll find status information for the data contained in your workbook, including the last Wildcard analyzed and the names (office symbol and alias if assigned) of the pay pools currently loaded into the PAT.

30	
31	
32	**Last analyzed Wildcard:**
33	
34	**Pay Pools present in the PAT**
35	**Pay Pool** **Alias Name**
36	
37	NEW ABC
38	XYZ
39	
40	

The pay pool alias name is an option you may use if you are interested in giving your pay pools more meaningful names. Go to the Add-ins menu bar and select the "Customize" button. Use the "Rename" feature to assign an alias name.

Customize

Pay Pools   Wildcard

Move pay pools into the desired order

NEW
XYZ

Originally: NEW

Provide a new name for the Pay Pool

ABC

Rename   Revert   Close

Delete All

Delete

Sort   Close   Rename
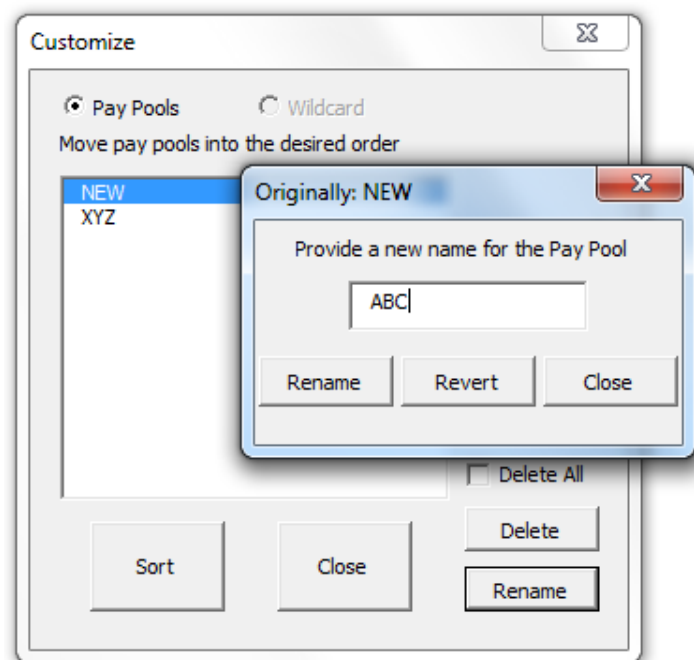
Import

The PAT initially comes "empty" and must be populated with data by importing one or more export files from CMS spreadsheets. You may import more than one file at the same time. As a reminder, all files you want to import must be in the same folder as the PAT.

Use the following steps to import data:

1. Open the PAT and enable the macros.
2. Ensure the CMS export files you want to import are in the same folder as the PAT.
3. Select the Import function on the **Instructions** worksheet.
4. See the available files listed in the left-hand box in the Import window.

5. Double click on the file you want to import or use the double-right facing arrow. This moves a copy of the file to the right-hand box for import. Repeat for each file you want to import.
6. Use the "Move up" and "Move down" buttons to reorder your selections. Order the pay pool files here as you would like to see them displayed in the PAT worksheets.
7. Use the radio buttons to indicate if you want the imported data to *replace* all existing data or if you want to *append* (add) the import file(s) to existing data.
8. Select the "Open" button to import the selected files to the PAT.
9. A pop-up box will appear letting you know the import was successful. Select "Yes" to save the spreadsheet.

Once you have selected the files, it will take the workbook up to several minutes (depending on the size of your file) to import the data and run the many macros required to format it properly.
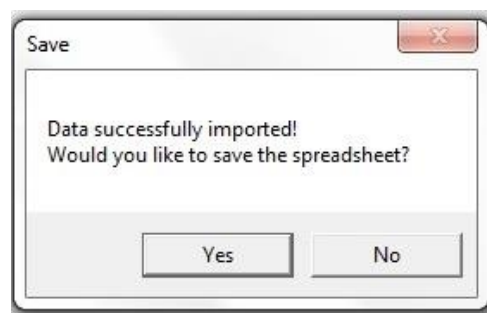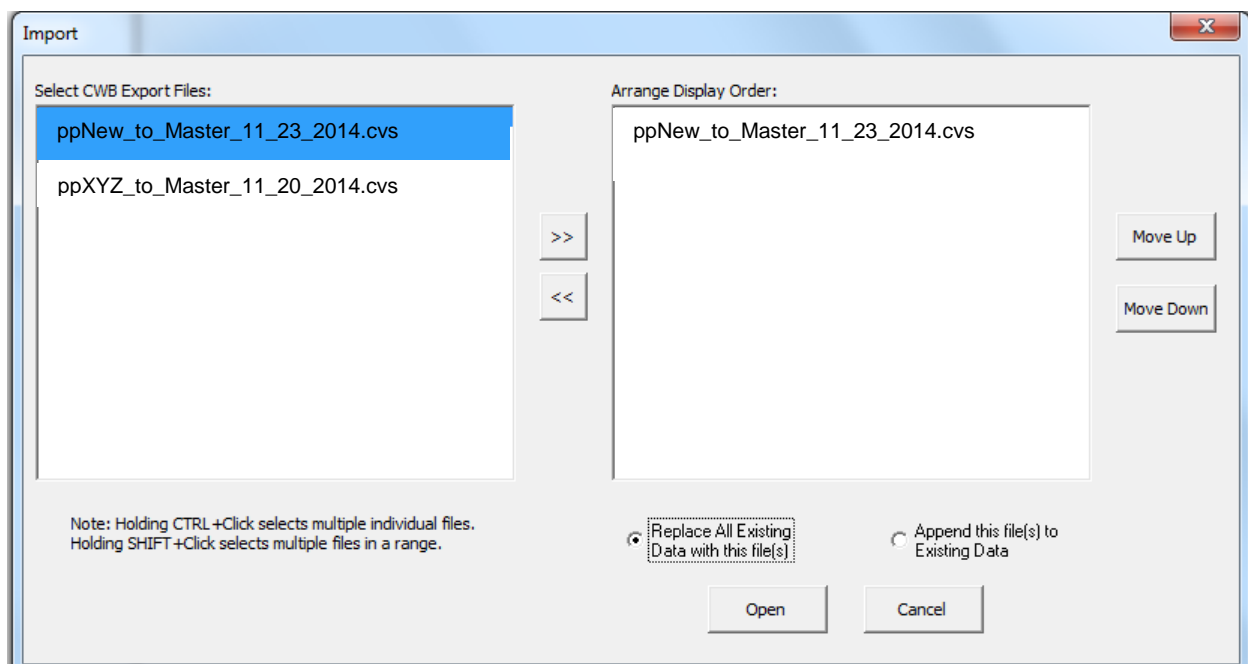
Data Worksheet

The **Data** worksheet contains pay pool data from the CMS. There are 53 columns in the worksheet. The columns contain data such as ratings, salary increases and awards that were calculated during the pay pool process using the CMS. Columns are read-only with the exception of the Wildcard columns. E1 and E2 displays the number of pay pools and employees loaded in the PAT.

Wildcard Columns

There are 8 Wildcard columns spaced across the worksheet and they are open for editing. Wildcards may be used to review subsets of data to aid in your analysis. You may want to review the results by geographic regions, work teams, or some other criteria not defined by an existing column on the spreadsheet. Wildcards data that existed in the files you imported will be available in the PAT.

| Last Name	First Name	CAS2Net ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	End Cycle Base Salary
Appleton	Adam	2612 NEW		NEW/A	Region 1	0	0	NH	3	1550	$65,311
Arndt	Aaron	43 NEW		NEW/T	Region 1	3	0	NK	2	0322	$35,010
Artis	Amy	19 NEW		NEW/L	Region 1		0	NH	2	0318	$54,459
Babbitt	Chris	15 NEW		NEW/A	Region 1	0	0	NH	3	0803	$62,551
Burns	Barry	1843 NEW		NEW/T	Region 1	0	0	NH	2	1515	$30,798
Butler	Bryce	44 NEW		NEW/L	HQ	0	0	NH	4	0025	$92,351
Cavasos	Carmen	45 NEW		NEW/A	Region 1	0	0	NH	2	0246	$62,329
Celon	Connie	21 NEW		NEW/T	Region 1	0	0	NH	3	0334	$70,832
Curtiss	Dan	4 NEW		NEW/L	Region 1	0	0	NH	4	0830	$98,850
Dancy	Dyanne	46 NEW		NEW/A	Region 1	0	0	NK	1	0322	$22,543
Donaldson	Dennis	22 NEW		NEW/T	Region 1	0	0	NK	2	0318	$37,519
Emerson	Erica	47 NEW		NEW/L	Region 2	3	0	NH	2	0341	$29,180
Evans	Francis	5 NEW		NEW/A	Region 2	0	0	NH	4	0830	$103,144
Evans	Erin	23 NEW		NEW/T	HQ	0	0	NH	3	0830	$78,771
Farnsworth	Fred	24 NEW		NEW/L	Field	0	0	NH	2	0830	$42,235
Fites	George	17 NEW		NEW/A	Field	0	0	NH	3	0896	$60,469
Freeman	Francis	2 NEW		NEW/T	Field	0	1	NK	2	0318	$53,000
Garfield	George	3 NEW		NEW/L	Field		0	NJ	4	0856	$78,770
Gonzalez	Helen	6 NEW		NEW/A	Field	0	0	NH	4	0340	$95,535
Grimes	Garth	25 NEW		NEW/T	Field	0	0	NH	2	0850	$33,576
Hansen	Ike	18 NEW		NEW/L	Field	0	0	NH	3	0830	$92,787
Harris	Henry	26 NEW		NEW/A	Field	0	0	NH	2	0830	$57,983
Hoang	Danielle	2572 NEW		NEW/T	Field	0	0	NH	3	0025	$63,655
Hoang	Andrew	2571 NEW		NEW/L	Field	0	0	NJ	1	0019	$20,367
Hoang	Eric	2574 NEW		NEW/A	Field	0	0	NJ	1	0332	$21,203
Hummer	Hershel	2611 NEW		NEW/T	Field	0	0	NH	3	0893	$69,618
Irinski	Ivan	27 NEW		NEW/L	Field	0	0	NK	3	0085	$49,462

You can change the wildcard groupings used in the PAT by selecting the "Wildcard Stats" button on the Add-ins menu bar (see above). Only those wildcard columns with data in them will show as available to use and the others will be grayed out. Click on the Wildcard column to be used and select "Run Statistics." You'll receive a message indicating the action was successful. Note that you can also remove previously generated statistics by the Wildcard columns in this box.
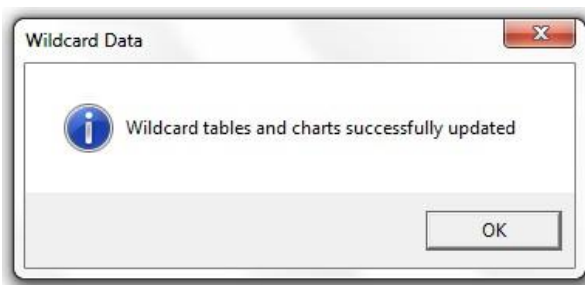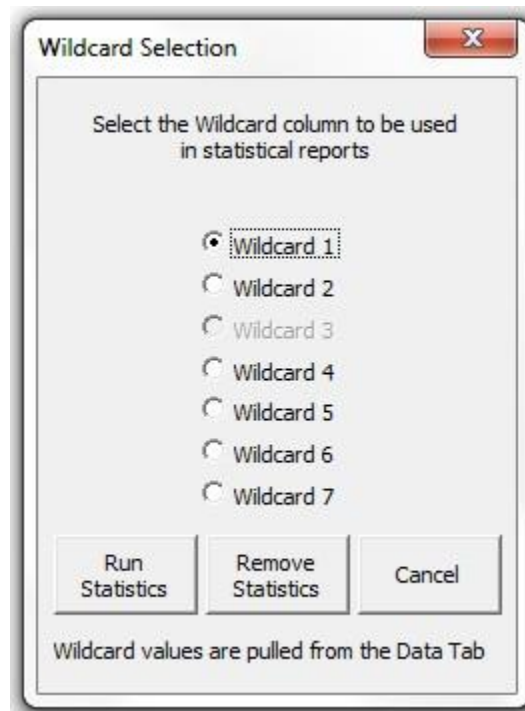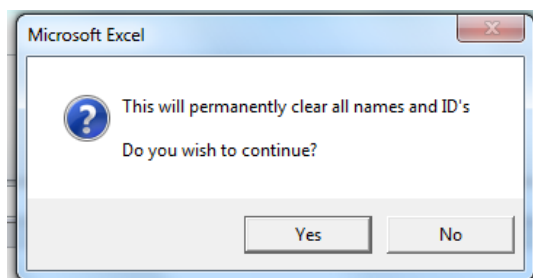

Remove Name and ID

You may elect to keep your analysis at the summary level. If so, then names and IDs of individuals may not be required. You can permanently hide names and IDs by selecting the "Remove Name and ID" button.

Import | Hide | Unhide | Unhide All | Hide | Unhide | Unhide All | Clear All Filters | Sort | MainMenu | W Wildcard Stats | Customize | Output Charts | Generate Aggregate

Custom Toolbars

Q2

Remove Name and ID

Paypools: 2
Employees: 100

	Last Name	First Name	CAS2Net ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	End Cycle Base Salary
5	Appleton	Adam	2612	NEW	NEW/A	Region 1	0	0	NH	3	1550	$65,311
6	Arndt	Aaron	43	NEW	NEW/T	Region 1	3	0	NK	2	0322	$35,010
7	Artis	Amy	19	NEW	NEW/L	Region 1	0	0	NH	2	0318	$54,459
8	Babbitt	Chris	15	NEW	NEW/A	Region 1	0	0	NH	3	0803	$62,551
9	Burns	Barry	1843	NEW	NEW/T	Region 1	0	0	NH	2	1515	$30,798
10	Butler	Bryce	44	NEW	NEW/L	HQ	0	0	NH	4	0025	$92,351
11	Cavasos	Carmen	45	NEW	NEW/A	Region 1	0	0	NH	2	0246	$62,329
12	Celon	Connie	21	NEW	NEW/T	Region 1	0	0	NH	3	0334	$70,832
13	Curtiss	Dan	4	NEW	NEW/L	Region 1	0	0	NH	4	0830	$98,850
14	Dancy	Dyanne	46	NEW	NEW/A	Region 1	0	0	NK	1	0322	$22,543
15	Donaldson	Dennis	22	NEW	NEW/T	Region 1	0	0	NK	2	0318	$37,519
16	Emerson	Erica	47	NEW	NEW/L	Region 2	3	0	NH	2	0341	$29,180
17	Evans	Francis	5	NEW	NEW/A	Region 2	0	0	NH	4	0830	$103,144
18	Evans	Erin	23	NEW	NEW/T	HQ	0	0	NH	3	0830	$78,771
19	Farnsworth	Fred	24	NEW	NEW/L	Field	0	0	NH	2	0830	$42,235
20	Fites	George	17	NEW	NEW/A	Field	0	0	NH	3	0896	$60,469
21	Freeman	Francis	2	NEW	NEW/T	Field	0	1	NK	2	0318	$53,000
22	Garfield	George	3	NEW	NEW/L	Field	0	0	NJ	4	0856	$78,770
23	Gonzalez	Helen	6	NEW	NEW/A	Field	0	0	NH	4	0340	$95,535
24	Grimes	Garth	25	NEW	NEW/T	Field	0	0	NH	2	0850	$33,576
25	Hansen	Ike	18	NEW	NEW/L	Field	0	0	NH	3	0830	$92,787
26	Harris	Henry	26	NEW	NEW/A	Field	0	0	NH	2	0830	$57,983
27	Hoang	Danielle	2572	NEW	NEW/T	Field	0	0	NH	3	0025	$63,655
28	Hoang	Andrew	2571	NEW	NEW/L	Field	0	0	NJ	1	0019	$20,367
29	Hoang	Eric	2574	NEW	NEW/A	Field	0	0	NJ	1	0332	$21,203
30	Hummer	Hershel	2611	NEW	NEW/T	Field	0	0	NH	3	0893	$69,618
31	Irinski	Ivan	27	NEW	NEW/L	Field	0	0	NK	3	0085	$49,462

Data / Statistics / Rating Statistics / Distributions by Group / Zone Distribution by Group / Payout Statistics / Payout Charts / Payout Stats by G

A warning pop-up window will ask if you want to continue. Clicking "Yes" will *permanently* hide columns A, B and C from the PAT. A box will appear in the upper left-side corner of the **Data** worksheet to confirm the names and IDs are securely hidden.

Microsoft Excel

This will permanently clear all names and ID's

Do you wish to continue?

[Yes]   [No]

Secured

ols: 2
Employees: 100

	D	E	F	G
	Paypool	Office Symbol	Wildcard 1	Presumptive Status?

Statistics Worksheet

The **Statistics** worksheet provides the average rating, average delta OCS, number of employees and number of employees rated by supervisor, sub-panel manager, pay pool and Wildcard if this option was selected.

	W19		f_x						
	A	B	C	D	E	F	G	H	I
1					**Composite Pay Pool Statistics**				
2									
3					**Average Rating**	**Average Delta OCS**	**Number of Employees**	**Employees Rated**	
4									
5		**Entire Population**			60.9	0.8	100	100	
6									
7		**Rating Official**							
8									
9		Chris Babbitt			62.0	0.3	6	6	
10		Dan Curtiss			85.0	0.5	4	4	
11		Eileen Daniels			57.4	0.5	11	11	
12		Francis Evans			79.5	0.5	2	2	
13		George Fites			51.7	4.0	7	7	
14		Helen Gonzalez			50.9	0.9	7	7	
15		Ike Hansen			60.3	3.8	16	16	
16		John Iverson			73.3	0.7	6	6	
17		Nancy Michelson			72.8	0.3	4	4	
18		Peter Olson			72.0	0.3	6	6	
19		Richard Quarles			45.0	-2.3	8	8	
20		Robert Rue			65.0	0.0	2	2	
21		Tammy Stewart			59.0	-1.0	6	6	
22		Vincent Udell			57.9	-0.3	7	7	
23		Zane Yatey			58.3	-0.7	6	6	
24									
25		**Sub-Panel Manager**							
26									
27		Chris Babbitt			60.8	0.8	99	99	
28		Tony Hoang			65.0	1.0	1	1	
29									
30		**Pay Pool**							
31									

Data · Statistics · Rating Statistics · Distributions by Group · Zone Distribution by Group · Payout Statistics · Payout Charts · Payout Stats b

Rating Statistics Worksheet

The **Rating Statistics** worksheet displays average OCS and average delta OCS for each career path and broadband level. The Overall column shows the combined averages for all imported pay pools and columns to the right show averages for each pay pool.

Rating Statistics

Analyzed Population does not include Presumptives Due to Time

	Overall	ABC	XYZ
Analyzed Population	100	50	50
Average Rating of Record	60.9	61.2	60.5
NH-1			
NH-2	51.6	51.6	51.6
NH-3	71.4	71.5	71.3
NH-4	84.6	84.7	84.5
NJ-1	12.0	12.0	12.0
NJ-2			
NJ-3	53.0	53.0	53.0
NJ-4	74.7	74.7	74.7
NK-1	12.0	12.0	12.0
NK-2	35.2	38.2	32.2
NK-3	51.0	51.0	51.0
Average Delta OCS	0.8	1.2	0.5
NH-1			
NH-2	4.7	4.7	4.7
NH-3	0.0	0.1	-0.1
NH-4	0.3	0.3	0.2
NJ-1	4.0	4.0	4.0
NJ-2			
NJ-3	-1.0	-1.0	-1.0
NJ-4	1.0	1.0	1.0
NK-1	0.0	0.0	0.0
NK-2	-3.2	-0.2	-6.2
NK-3	0.0	0.0	0.0

Instructions | Data | Statistics | **Rating Statistics** | Distributions by Group | Zone Distribution by

Distributions by Group Worksheet

The **Distributions by Group** worksheet provides counts and percentages of employees by rail position for various groups. Distributions are shown by pay pool, career path, broadband, career path/band, Wildcard, and the entire population.

	B	C[	E	F	G	H	I	J	K	L	M
1					**Zone Distribution by Group**						
2			Number of Employees Not Rated				**Zone Distribution**				
3				A	C1	C2	B	A	C1	C2	B
4											
5	Entire Population:		0	2	30	60	8	2.0%	30.0%	60.0%	8.0%
6											
7	**Pay Pool**										
8											
9	ABC		0	1	15	30	4	2.0%	30.0%	60.0%	8.0%
10	XYZ		0	1	15	30	4	2.0%	30.0%	60.0%	8.0%
11											
12	**Career Path**										
13											
14	NH		0	0	22	44	6	0.0%	30.6%	61.1%	8.3%
15	NJ		0	0	4	8	2	0.0%	28.6%	57.1%	14.3%
16	NK		0	2	4	8	0	14.3%	28.6%	57.1%	0.0%
17											
18	**Band**										
19											
20	1		0	0	0	4	2	0.0%	0.0%	66.7%	33.3%
21	2		0	2	4	18	6	6.7%	13.3%	60.0%	20.0%
22	3		0	0	21	25	0	0.0%	45.7%	54.3%	0.0%
23	4		0	0	5	13	0	0.0%	27.8%	72.2%	0.0%
24											
25	**Career Path/Band**										
26											
27	NH-2		0	0	2	12	6	0.0%	10.0%	60.0%	30.0%
28	NH-3		0	0	17	23	0	0.0%	42.5%	57.5%	0.0%
29	NH-4		0	0	3	9	0	0.0%	25.0%	75.0%	0.0%
30	NJ-1		0	0	0	2	2	0.0%	0.0%	50.0%	50.0%
31	NJ-3		0	0	2	2	0	0.0%	50.0%	50.0%	0.0%
32	NJ-4		0	0	2	4	0	0.0%	33.3%	66.7%	0.0%
33	NK-1		0	0	0	2	0	0.0%	0.0%	100.0%	0.0%
34	NK-2		0	2	2	6	0	20.0%	20.0%	60.0%	0.0%
35	NK-3		0	0	2	0	0	0.0%	100.0%	0.0%	0.0%
36											
37	**Wildcard 1**										
38											
39	Field		0	0	13	21	4	0.0%	34.2%	55.3%	10.5%
40	HQ		0	0	4	20	1	0.0%	16.0%	80.0%	4.0%

Data / Statistics / Rating Statistics / **Distributions by Group** / Zone Distribution by Group / Payout Statistics / Payout Charts
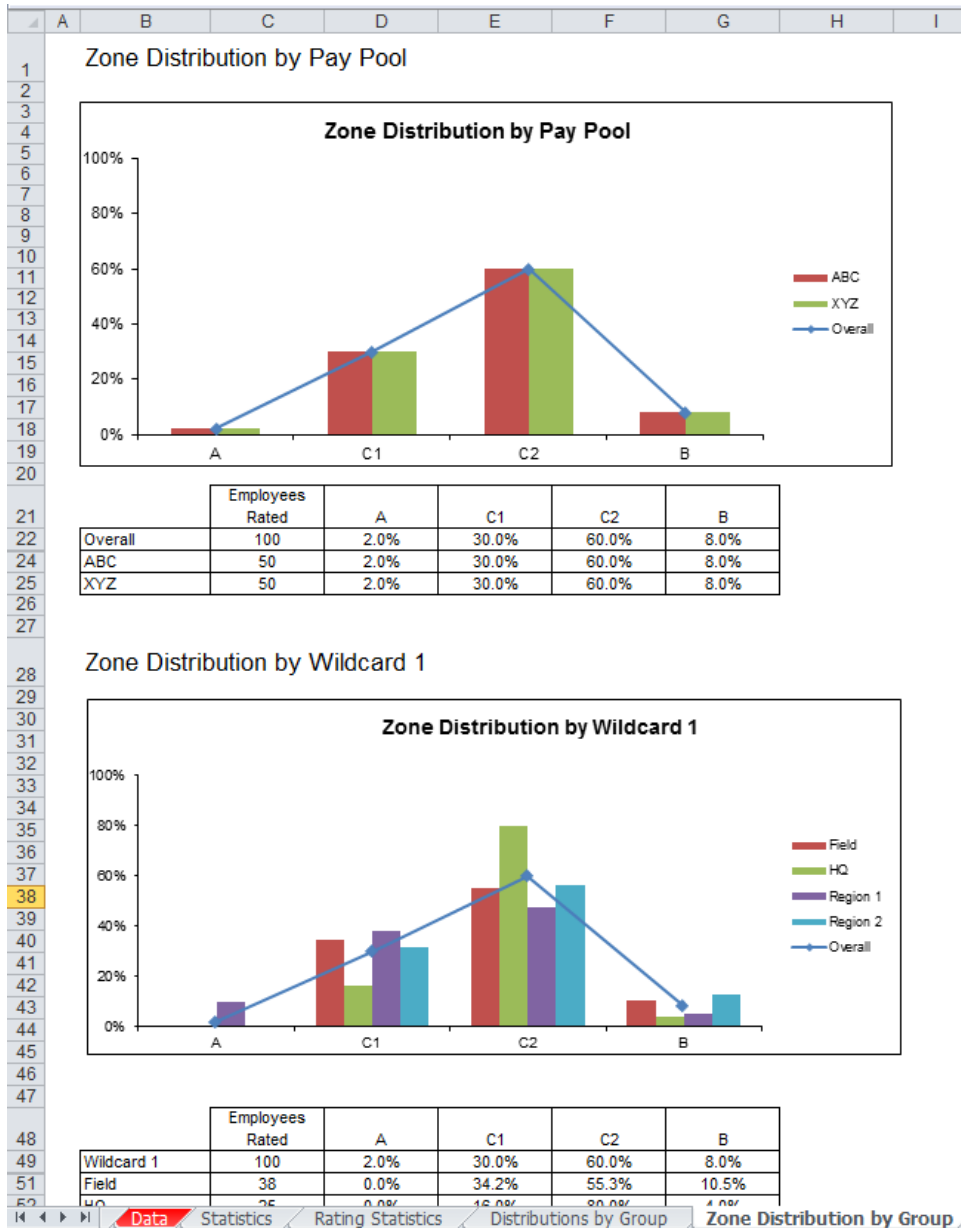
<u>Rail Positions</u>
A = above the upper rail
B = below the lower rail
C1 = above the standard pay line but below the upper rail
C2 = on or below the standard pay line but above the lower rail

Zone Distribution by Group Worksheet

The **Zone Distribution by Group** worksheet displays zone distribution charts by pay pool and wildcard. The top chart is a bar graph displaying zone distributions overall and by each pay pool loaded in the PAT. The bottom chart shows the distribution by the Wildcard groupings. Both charts have a trend line showing the average across the groupings.

Zone Distribution by Pay Pool

	Employees Rated	A	C1	C2	B
Overall	100	2.0%	30.0%	60.0%	8.0%
ABC	50	2.0%	30.0%	60.0%	8.0%
XYZ	50	2.0%	30.0%	60.0%	8.0%

Zone Distribution by Wildcard 1

	Employees Rated	A	C1	C2	B
Wildcard 1	100	2.0%	30.0%	60.0%	8.0%
Field	38	0.0%	34.2%	55.3%	10.5%
HQ	25	0.0%	16.0%	80.0%	4.0%

Data / Statistics / Rating Statistics / Distributions by Group / **Zone Distribution by Group**

Rail Positions
A = above the upper rail
B = below the lower rail
C1 = above the standard pay line but below the upper rail
C2 = on or below the standard pay line but above the lower rail

13

Payout Statistics Worksheet

The **Payout Statistics** worksheet provides statistics on salary increases, awards and related data across all pay pools and by each pay pool. The majority of the worksheet provides the minimum, average, median, and maximum in terms of dollar amounts and percentages for salary increases and awards. Specifically, the following data elements are provided:

- Analyzed Population – Overall and by each individual pay pool loaded in the PAT
- Average OCS
- Average Delta OCS
- Alpha 1 – Percent applied to delta salary to buy back the difference between employees' current salaries and the target salaries for CRI
- Alpha 2 – Percent applied to delta salary to buy back the difference between employees' current salaries and the target salaries for CA
- Salary Increase $ - Minimum (non zero), Average, Median, Maximum
- Salary Increase % - Minimum (non zero), Average, Median, Maximum
- Flags – Override CRI, Override CA, Disable Rollover, Force Rollover
- Control Points – Number with Control Points Entered, Number Stopped at Control Point
- Carryover Award $ – Number of Carryover Awards, Minimum (non-zero), Average, Median, Maximum
- Carryover Award % - Minimum (non-zero), Average, Median, Maximum
- CA Award $ - Minimum (non-zero), Average, Median, Maximum
- CA Award % - Minimum (non-zero), Average, Median, Maximum
- Award (Carryover + CA) Total - Minimum (non-zero), Average, Median, Maximum
- Award Total % - Minimum (non-zero), Average, Median, Maximum

		Overall	ABC	XYZ
Payout Statistics				
Analyzed population excludes Presumptive Due to Time				
Analyzed Population		100	50	50
Average Rating of Record		60.9	61.2	60.5
Average Delta OCS		0.8	1.2	0.5
Alpha 1 (CRI)		0.9281	0.8760	0.9803
Alpha 2 (CA)		0.0000	0.0000	0.0000
Salary Increase $				
	Min (non-zero)	$12	$12	$14
	Average	$955	$1,000	$910
	Median	$172	$182	$172
	Max	$8,447	$8,447	$8,447
Salary Increase % of Base Pay				
	Min (non-zero)	0.02%	0.02%	0.02%
	Average	2.06%	2.11%	2.01%
	Median	0.36%	0.36%	0.30%
	Max	20.00%	20.00%	20.00%
Flags				
	Override CRI	3	3	0
	Override CA	0	0	0

Payout Statistics / Payout Charts / Payout Stats by Group / Payout Charts by Group / Payout Charts by Wildcard / Fundi

Payout Charts Worksheet

The **Payout Charts** worksheet displays the payout statistics provided in the **Payout Statistics** worksheet in chart form. The charts are bar graphs showing average percent and average dollar amount by pay pool. A trend line shows the average across pay pools. This worksheet contains the following charts:

- Alpha 1
- Alpha 2
- Average Salary Increase
- Average Carryover Award
- Average Contribution Award
- Average Total Award
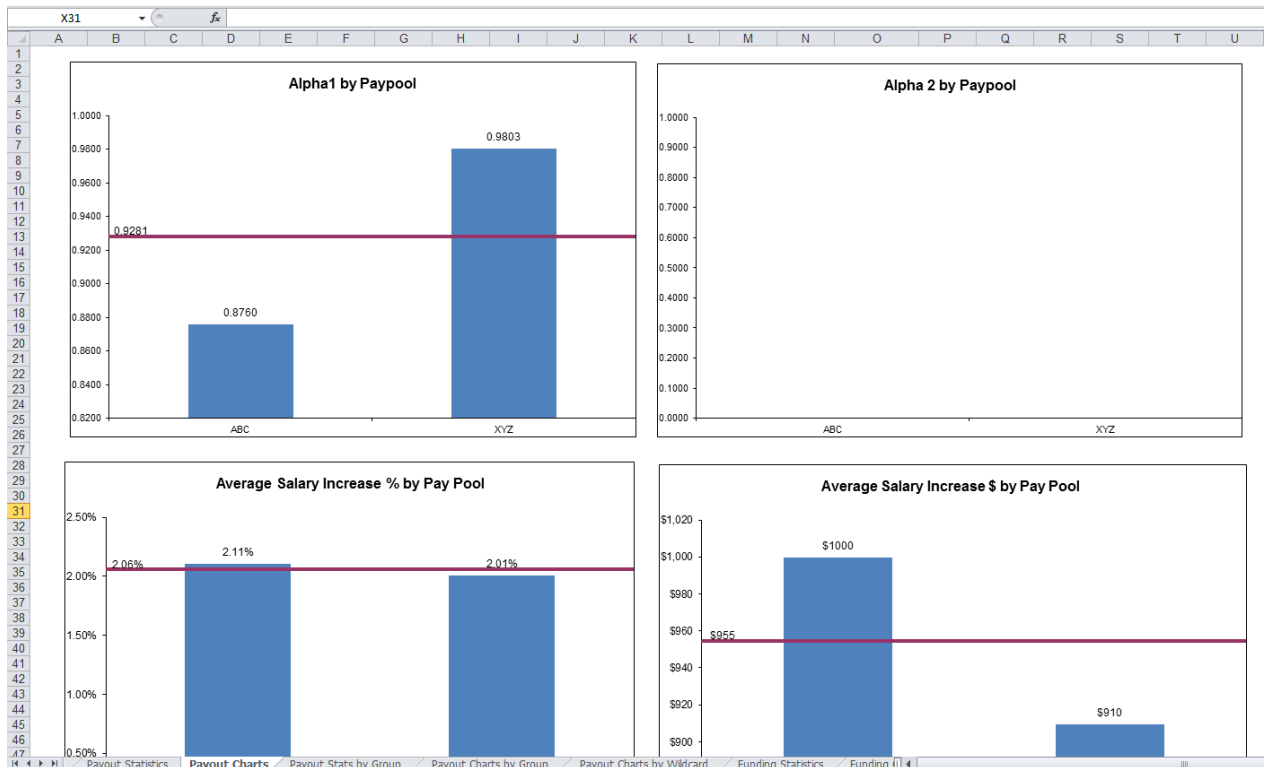
Payout Statistics by Group Worksheet

The **Payout Statistics by Group** worksheet provides statistics on salary increase and award, both dollar amount and percent, by various groups and Wildcard. Statistics are shown for the entire population and by pay pool, career path, broadband, career path/band, and Wildcard.

Payout Statistics by Group
(Presumptive due to time excluded)

	Number of Employees Analyzed	Average Rating	Average Delta OCS	Average Salary Increase $	Average Salary Increase %	Number Rec'v Carryover Award	Average Carryover Award $	Average Carryover Award %	CA Award $	CA Award %	Average Award $	Average Award %
Entire Population:	100	60.9	0.8	$955	2.06%	11	$2,790	8.74%	$0	0.00%	$0	0.00%
Career Path												
NH	72	68.1	1.3	$1,060	2.16%	7	$4,233	13.06%	$0	0.00%	$0	0.00%
NJ	14	50.6	1.3	$1,158	2.99%	3	$296	1.45%	$0	0.00%	$0	0.00%
NK	14	34.1	-2.3	$211	0.60%	1	$174	0.39%	$0	0.00%	$0	0.00%
Band												
1	6	12.0	2.7	$983	4.74%	3	$296	1.45%	$0	0.00%	$0	0.00%
2	30	46.1	2.1	$1,760	4.31%	8	$3,725	11.48%	$0	0.00%	$0	0.00%
3	46	68.9	-0.1	$400	0.58%	0	$0	0.00%	$0	0.00%	$0	0.00%
4	18	81.3	0.5	$1,021	1.19%	0	$0	0.00%	$0	0.00%	$0	0.00%
Career Path/Band												
NH-2	20	51.6	4.7	$2,496	6.07%	7	$4,233	13.06%	$0	0.00%	$0	0.00%
NH-3	40	71.4	0.0	$441	0.62%	0	$0	0.00%	$0	0.00%	$0	0.00%
NH-4	12	84.6	0.3	$728	0.77%	0	$0	0.00%	$0	0.00%	$0	0.00%
NJ-1	4	12.0	4.0	$1,453	7.01%	3	$296	1.45%	$0	0.00%	$0	0.00%
NJ-3	4	53.0	-1.0	$191	0.43%	0	$0	0.00%	$0	0.00%	$0	0.00%
NJ-4	6	74.7	1.0	$1,607	2.01%	0	$0	0.00%	$0	0.00%	$0	0.00%
NK-1	2	12.0	0.0	$43	0.19%	0	$0	0.00%	$0	0.00%	$0	0.00%
NK-2	10	35.2	-3.2	$287	0.80%	1	$174	0.39%	$0	0.00%	$0	0.00%
NK-3	2	51.0	0.0	$0	0.00%	0	$0	0.00%	$0	0.00%	$0	0.00%
Wildcard 1												
Field	38	62.8	1.6	$1,095	2.35%	4	$4,018	12.53%	$0	0.00%	$0	0.00%

Payout Statistics / Payout Charts / **Payout Stats by Group** / Payout Charts by Group / Payout Charts by Wildcard / Funding Statistics / Funding f

Payout Charts by Group Worksheet

The **Payout Charts by Group** displays bar charts of the statistics ($ and %) provided by **Payout Statistics by Group** worksheet. A trend line shows the average across pay pools. This worksheet contains the following charts:

- Average Salary Increase by Career Path
- Average Salary Increase by Band
- Average Salary Increase by Career Path/Band
- Average Total Award by Career Path
- Average Total Award by Band
- Average Total Award by Career Path/Band
- Average Carryover Award by Career Path
- Average Carryover Award by Band
- Average Carryover Award by Career Path/Band
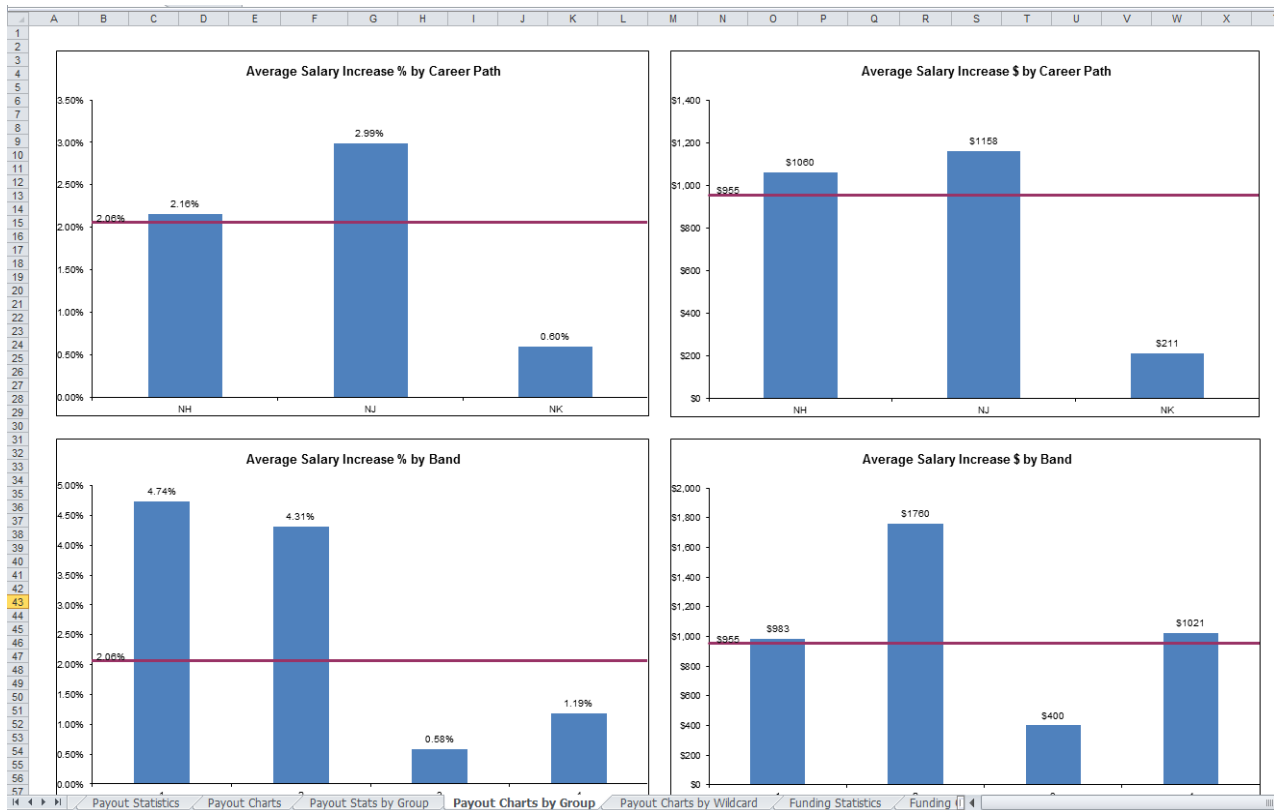
Payout Charts by Wildcard Worksheet

The **Payout Charts by Wildcard** worksheet displays bar charts of the statistics ($ and %) for the Wildcard selected for analysis on the **Payout Statistics by Group** worksheet. A trend line shows the average across groups. This worksheet contains the following charts:

- Average Salary Increase by Wildcard
- Average Carryover Award by Wildcard
- Average Total Award by Wildcard
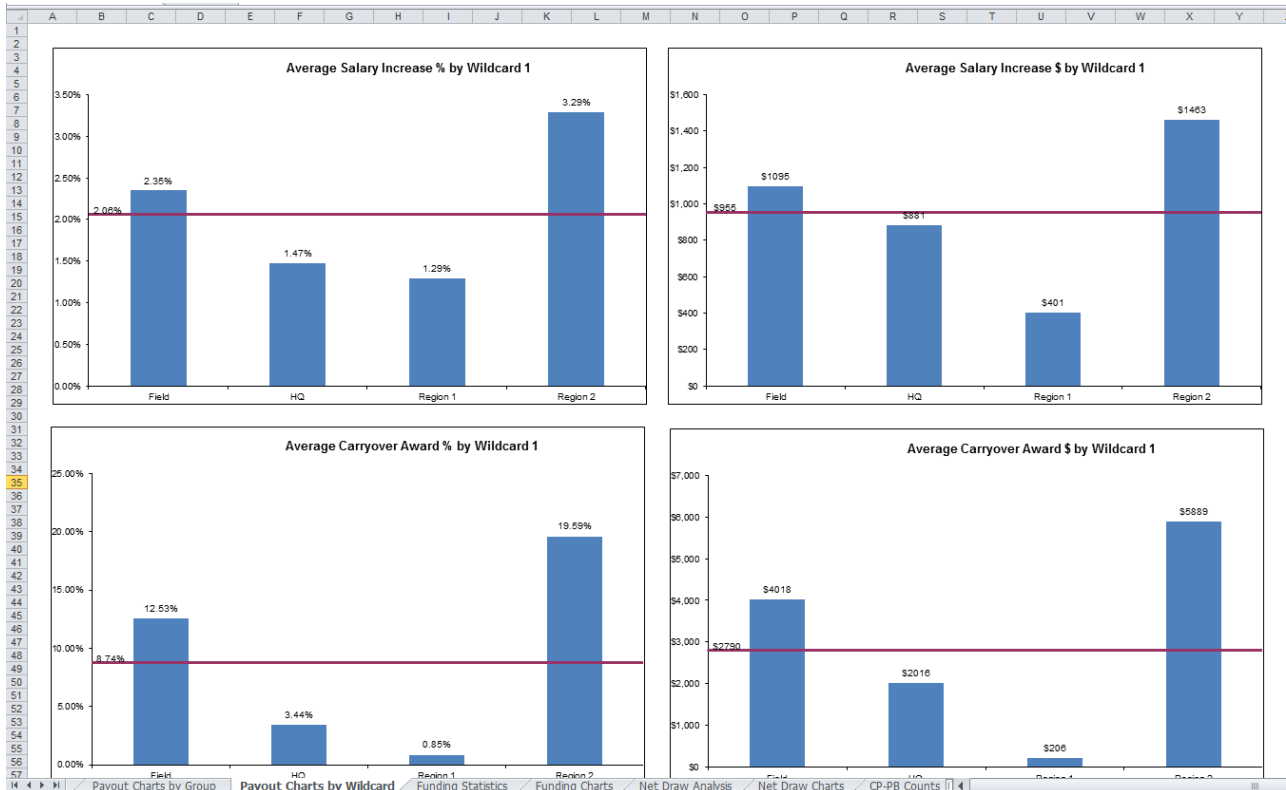
Funding Statistics Worksheet

The **Funding Statistics** worksheet provides statistics on funding amounts budgeted and allocated through the pay pool process. The budget is represented in the Inputs section and the allocations are represented in the Outputs section. Data is provided across pay pools and by individual pay pool.

Number of employees and total base salaries are presented at the top of the sheet. A code of 1=Yes and 0=No indicates if CA was used. Inputs include the dollar amount and percent budgeted for salary increases and awards. Outputs include the approved salary increases/awards totals and the difference between the budgeted amount and the amount allocated. This section also provides the percent of total base salary spent on salary increases and carryover and the percent of adjusted salary spent on awards.

Funding Statistics

		Overall	ABC	XYZ
Total Employees		100	50	50
- Retained Employees		4	2	2
- Presumptive SPL		2	1	1
Sum of Base Salary (inc Loc for Retain)		$6,393,052	$3,191,276	$3,201,776
Sum of Base Salary (limit to band max)		$6,311,254	$3,155,627	$3,155,627
Sum of Adjusted Base Salary (no cap)		$7,901,721	$3,891,282	$4,010,439
Sum of Adjusted Base Salary (cap EXIV)		$7,901,721	$3,891,282	$4,010,439
Used CA (1=Yes, 0=No)			0	0
Inputs				
% Budgeted	Salary Increase (CRI)	2.00%	2.00%	2.00%
	CRI Set-aside		1.99%	0.00%
	Award (CA)	0.00%	0.00%	0.00%
	Award Set-aside		0.00%	0.00%
$ Budgeted	Salary Increase (CRI)	$126,225	$63,113	$63,113
	CRI Set-aside	$1,257	$1,257	$0
	Award (CA)	$0	$0	$0
	Award Set-aside	$0	$0	$0

Funding Statistics / Funding Charts / Net Draw Analysis / Net Draw Charts / CP-PB Counts / Salary / RailReport

Funding Charts Worksheet

The **Funding Charts** worksheet displays bar charts of the statistics (%) provided by the **Funding Statistics** worksheet. A trend line shows the average across pay pools. This worksheet contains the following charts by pay pool:

- Salary Increase (CRI) Funding
- CRI Expenditure – carryover amount identified
- Award (CA) Funding
- Award Expenditure
- Alpha 1 (CRI)
- Alpha 2 (CA)
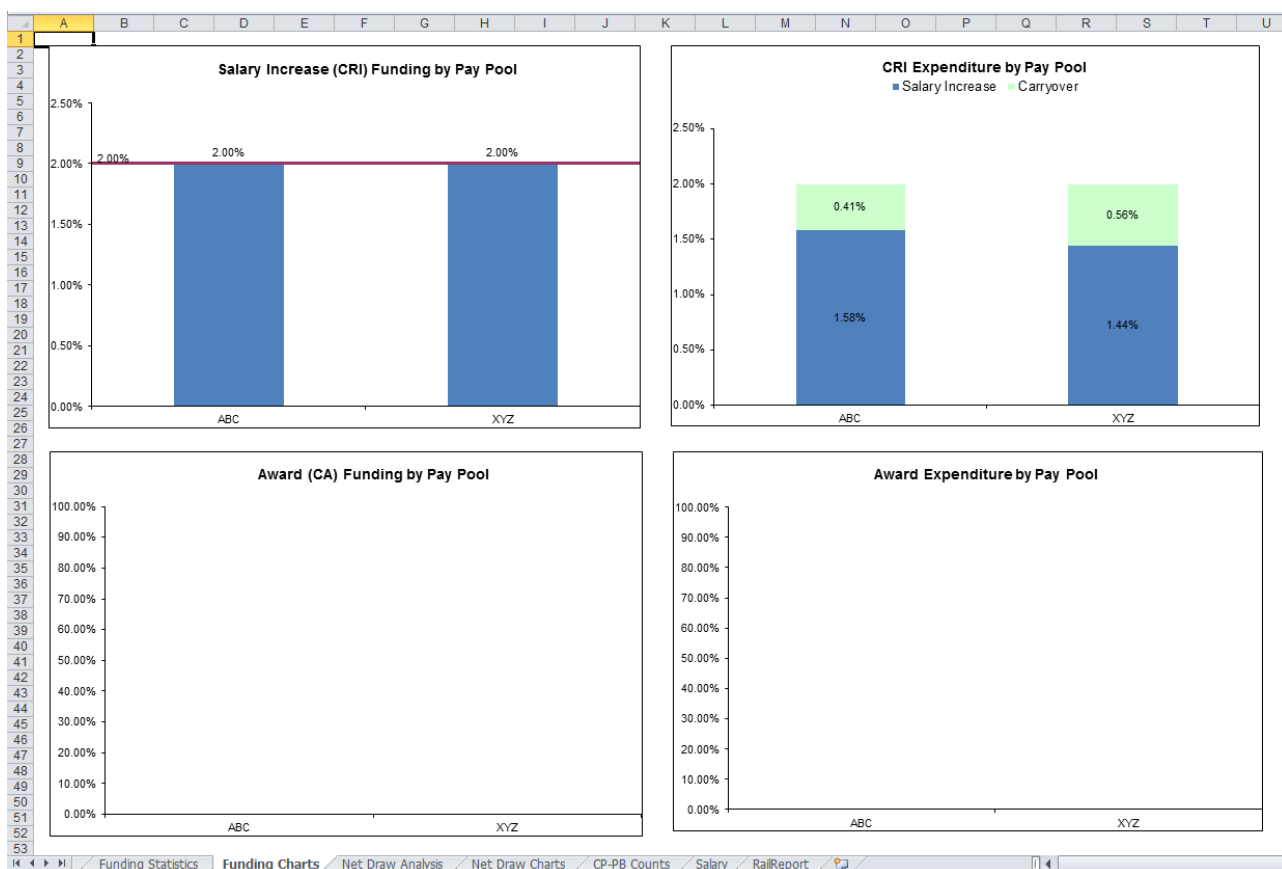
Net Draw Analysis Worksheet

The Net Draw Analysis worksheet provides a summary of net draw statistics by career path/band, career path, broadband, Wildcard, and the entire population. This analysis considers the difference between the amount of an employee's payout and the dollar amount that was contributed to the pay pool fund based on the employee's base salary and the funding criteria. The formula is as follows:

$$\text{Net Draw \%} = (\text{Received} - \text{Contribution}) / \text{Base Pay}$$

If an employee receives a payout greater than the dollar amount that was contributed to the pay pool fund as a percent of their base salary, then the net draw is a positive percent. The net draw percent is a negative if the employee receives a lesser amount in a payout than what was contributed to the pay pool fund as a percent of their base salary.

Example
An employee earns $60,000. The pay pool is funded at 2% of total base salaries. The employee contributed $1,200 to the fund which represents 2% of her base salary. The employee received a $2,000 payout resulting in a positive net draw – she received a greater payout than was her contribution to the pay pool fund. Had the employee received a $1,000 payout, her net draw would be a negative percent.

Net Draw Analysis

Net Draw is a measure used to compare the payouts between groups of employees.
Net Draw % = (Received – Contribution) / Base Pay*
*Base Pay is limited to band max for retained pay employees
Analyzed Population excludes presumptives due to time

	Number of Employees Analyzed	Payout	Contribution	Base Pay	Net Draw %
Entire Population:	100	$ 95,457	$ 126,225	$ 6,311,254	-0.488%
Career Path					
NH	72	$ 76,288	$ 100,610	$ 5,030,492	-0.483%
NJ	14	$ 16,216	$ 15,085	$ 754,242	0.150%
NK	14	$ 2,953	$ 10,530	$ 526,520	-1.439%
Band					
1	6	$ 5,896	$ 2,565	$ 128,226	2.598%
2	30	$ 52,793	$ 26,336	$ 1,316,824	2.009%
3	46	$ 18,386	$ 65,319	$ 3,265,928	-1.437%
4	18	$ 18,382	$ 32,006	$ 1,600,276	-0.851%
Career Path/Band					
NH-2	20	$ 49,926	$ 18,686	$ 934,314	3.344%
NH-3	40	$ 17,623	$ 59,150	$ 2,957,502	-1.404%
NH-4	12	$ 8,739	$ 22,774	$ 1,138,676	-1.233%

Funding Statistics | Funding Charts | **Net Draw Analysis** | Net Draw Charts | CP-PB Counts | Salary | RailReport

Net Draw Charts Worksheet

The **Net Draw Charts** worksheet displays bar charts of the statistics (%) provided by the **Net Draw Analysis** worksheet. This worksheet contains the following charts:

- Net Draw by Career Path/Band
- Net Draw by Career Path
- Net Draw by Band
- Net Draw by Wildcard

The bars above the axis are groups that have contributed less in base salary dollars than they received in payouts. Groups with bars below the axis contributed more than they received in payouts.
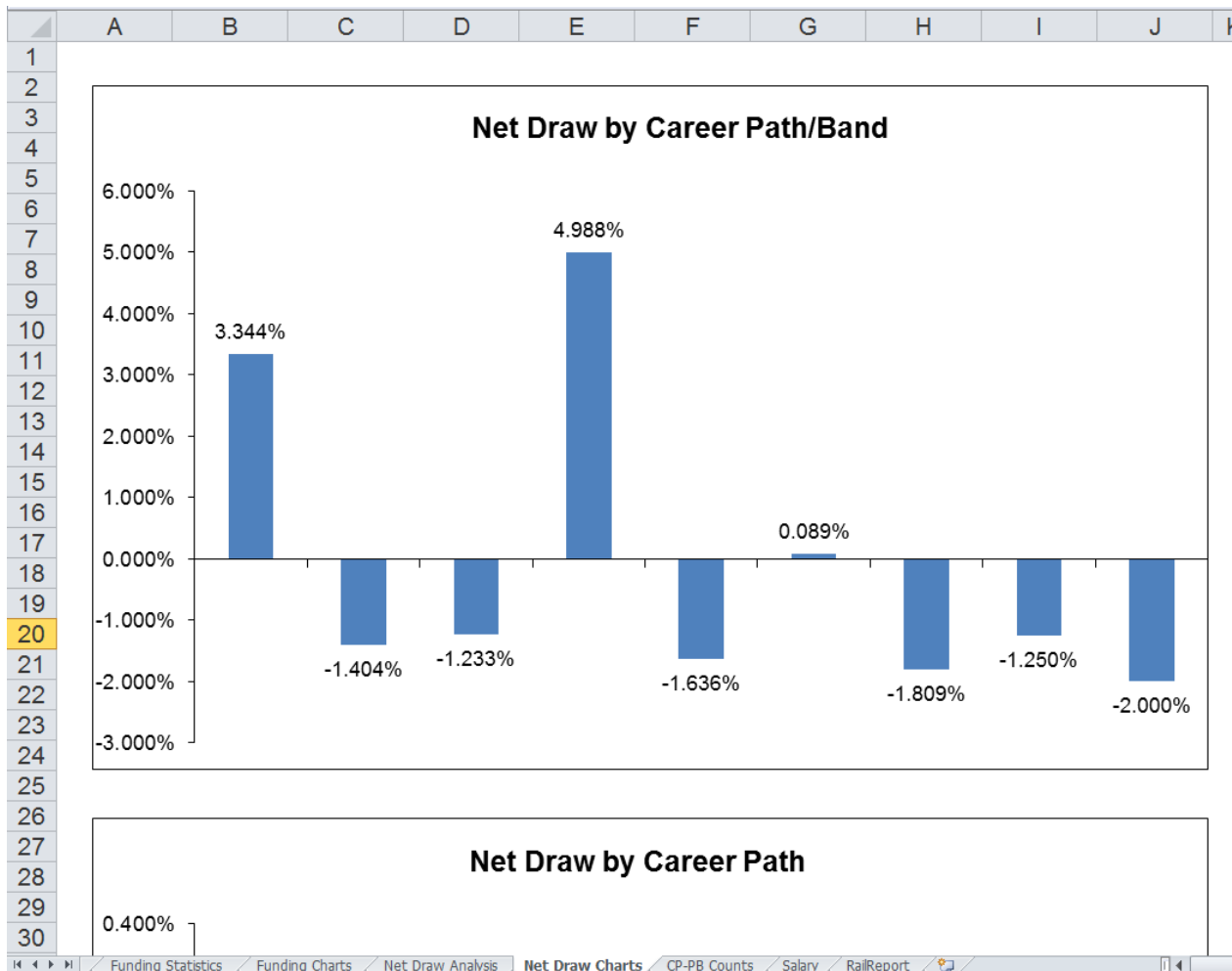
CP-BP Counts Worksheet

The **CP-BP Counts** worksheet displays counts by career path and broadband combinations overall and by pay pool.

Counts by Career Path and Pay Band

	Overall	ABC	XYZ
Number of Employees	100	50	50
Count of Employees by Career Path and Band			
NH-1	0	0	0
NH-2	20	10	10
NH-3	40	20	20
NH-4	12	6	6
NH Total	**72**	**36**	**36**
NJ-1	4	2	2
NJ-2	0	0	0
NJ-3	4	2	2
NJ-4	6	3	3
NJ Total	**14**	**7**	**7**
NK-1	2	1	1
NK-2	10	5	5
NK-3	2	1	1
NK Total	**14**	**7**	**7**

Funding Statistics / Funding Charts / Net Draw Analysis / Net Draw Charts / **CP-PB Counts** / Salary / RailReport
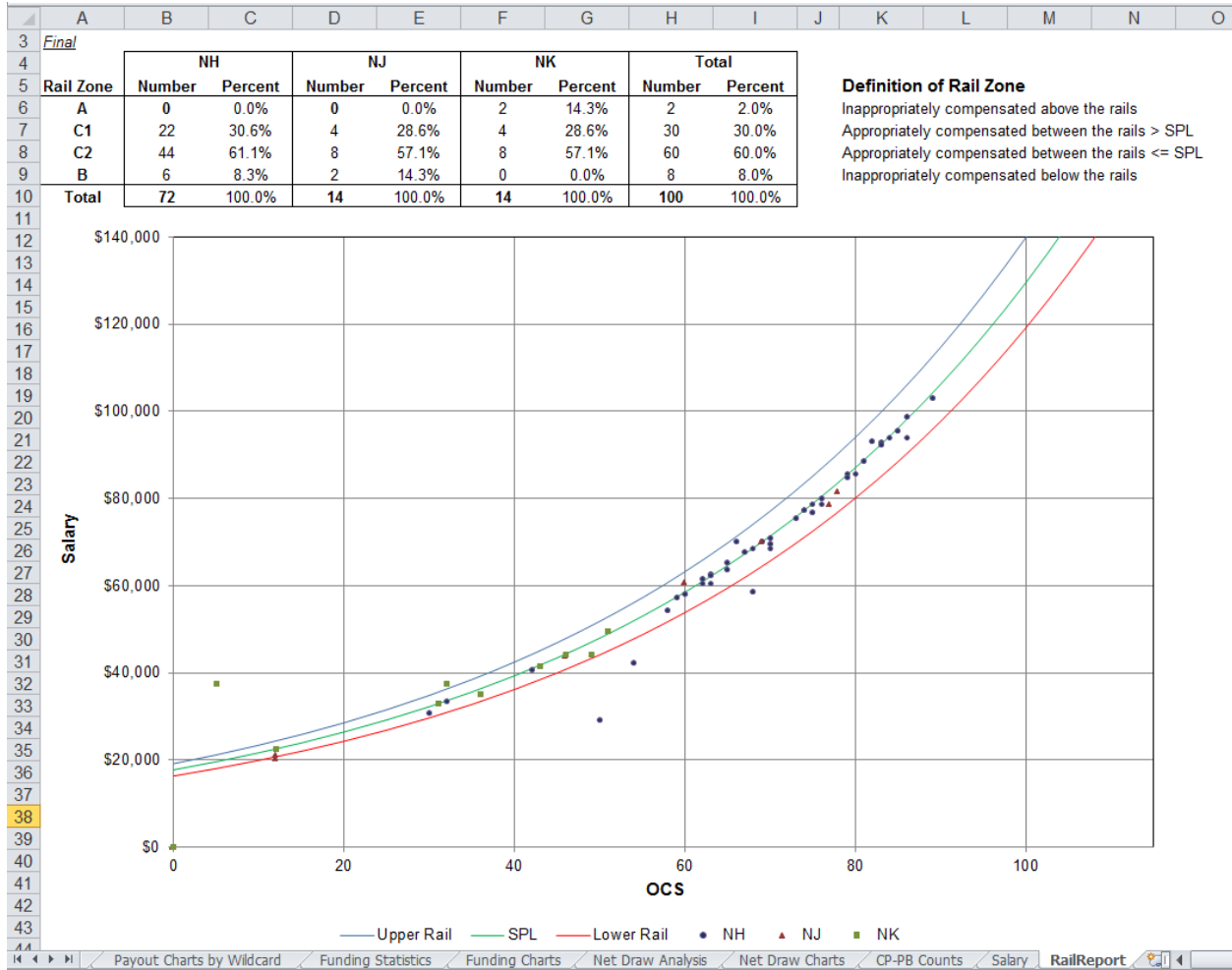
Salary Worksheet

The **Salary** worksheet provides the average salary by career path and broadband for the entire population and for each pay pool.

Average Base Salary by Career Path and Pay Band

Retained Rate Employee Base Salary includes locality pay

	Overall	ABC	XYZ
Number of Employees	100	50	50
Average Salary by Career Path and Band			
NH-1	$0	$0	$0
NH-2	$46,716	$46,716	$46,716
NH-3	$75,279	$75,279	$75,279
NH-4	$94,890	$94,890	$94,890
NH Total	**$70,613**	**$70,613**	**$70,613**
NJ-1	$20,785	$20,785	$20,785
NJ-2	$0	$0	$0
NJ-3	$52,376	$52,376	$52,376
NJ-4	$76,933	$76,933	$76,933
NJ Total	**$53,874**	**$53,874**	**$53,874**
NK-1	$22,543	$22,543	$22,543
NK-2	$41,066	$40,016	$42,116
NK-3	$49,462	$49,462	$49,462
NK Total	**$39,619**	**$38,869**	**$40,369**

Funding Statistics / Funding Charts / Net Draw Analysis / Net Draw Charts / CP-PB Counts / **Salary** / RailReport

Rail Report Worksheet

The Rail Report Worksheet displays a report of rail zones and an OCS chart that is used for the Aggregate Report generated from the Add-Ins menu bar.

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total Percent	Definition of Rail Zone
A	0	0.0%	0	0.0%	2	14.3%	2	2.0%	Inappropriately compensated above the rails
C1	22	30.6%	4	28.6%	4	28.6%	30	30.0%	Appropriately compensated between the rails > SPL
C2	44	61.1%	8	57.1%	8	57.1%	60	60.0%	Appropriately compensated between the rails <= SPL
B	6	8.3%	2	14.3%	0	0.0%	8	8.0%	Inappropriately compensated below the rails
Total	72	100.0%	14	100.0%	14	100.0%	100	100.0%	

You may take a glance at the OCS chart and rail zone distribution on this worksheet for your information but it is recommended that you use the Generate Aggregate Report function in the Add-Ins menu bar to create the summary charts to present aggregate data.

Generating an Aggregate Report

The Generate Aggregate Report button in the Add-Ins menu bar creates a report that displays aggregate data for rail zones, OCS, delta OCS, salary increases and awards. When you select this button, a PowerPoint file opens and you receive a prompt to name and save the file. The charts are imported into PowerPoint as pictures.
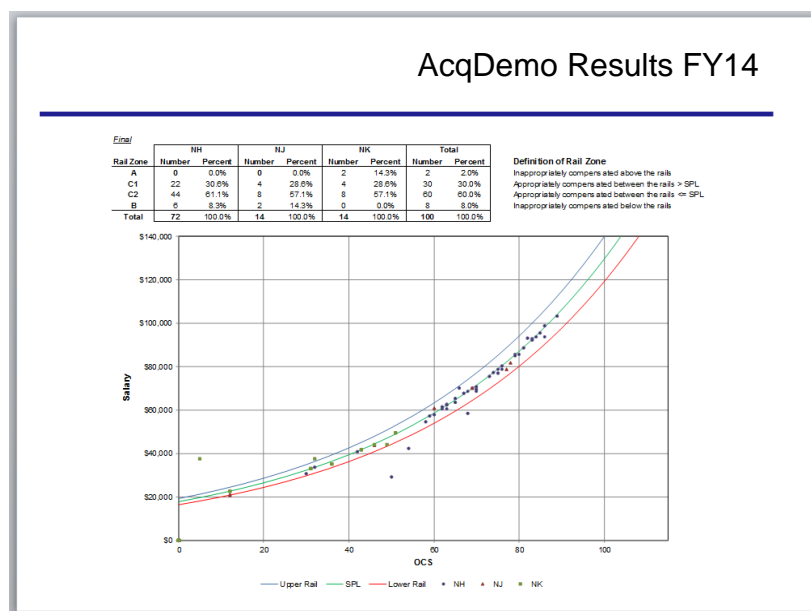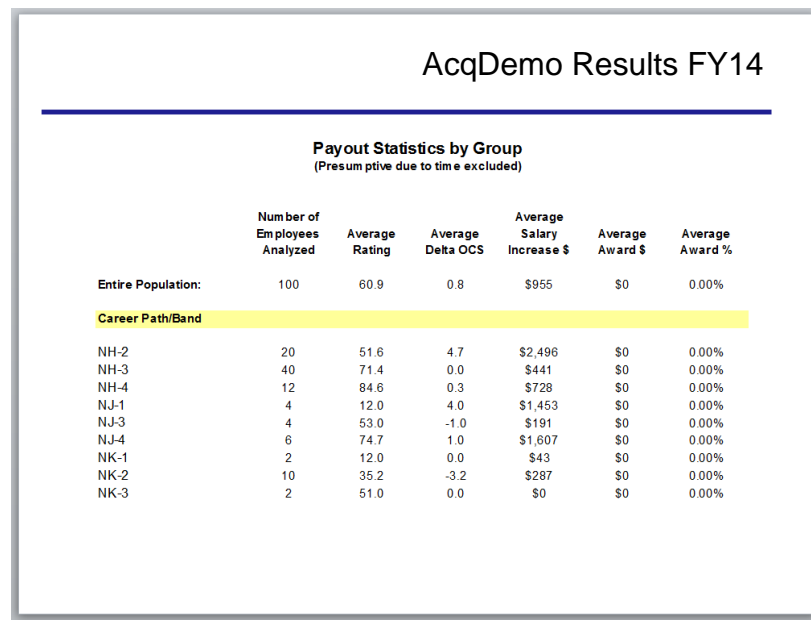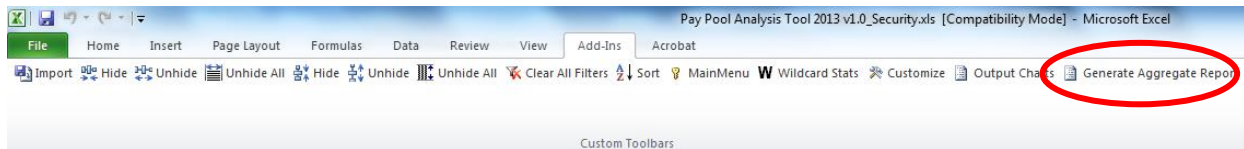
Copying and Pasting into PowerPoint and Excel

You can output charts directly from the PAT into PowerPoint presentations and into Excel. There is an Output Charts function in the Add-Ins menu bar. Using this function ensures charts placed into the applications are minus the underlying data.
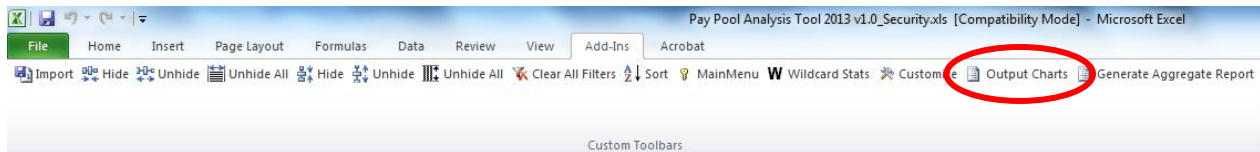
Copying Charts into PowerPoint

To copy charts from the PAT into PowerPoint:
1. Click on the "Output Charts" button in the Add-Ins menu bar. This opens a selection window listing the available worksheets and charts.
2. Select the worksheet and the specific chart(s) you want to capture.
3. Under Applications Options, select the radio button for "Paste into PowerPoint."
4. Select the "Export Charts" button. This opens a new PowerPoint file with your selected charts and a prompt to name and save the file. Charts are imported into PowerPoint as pictures.
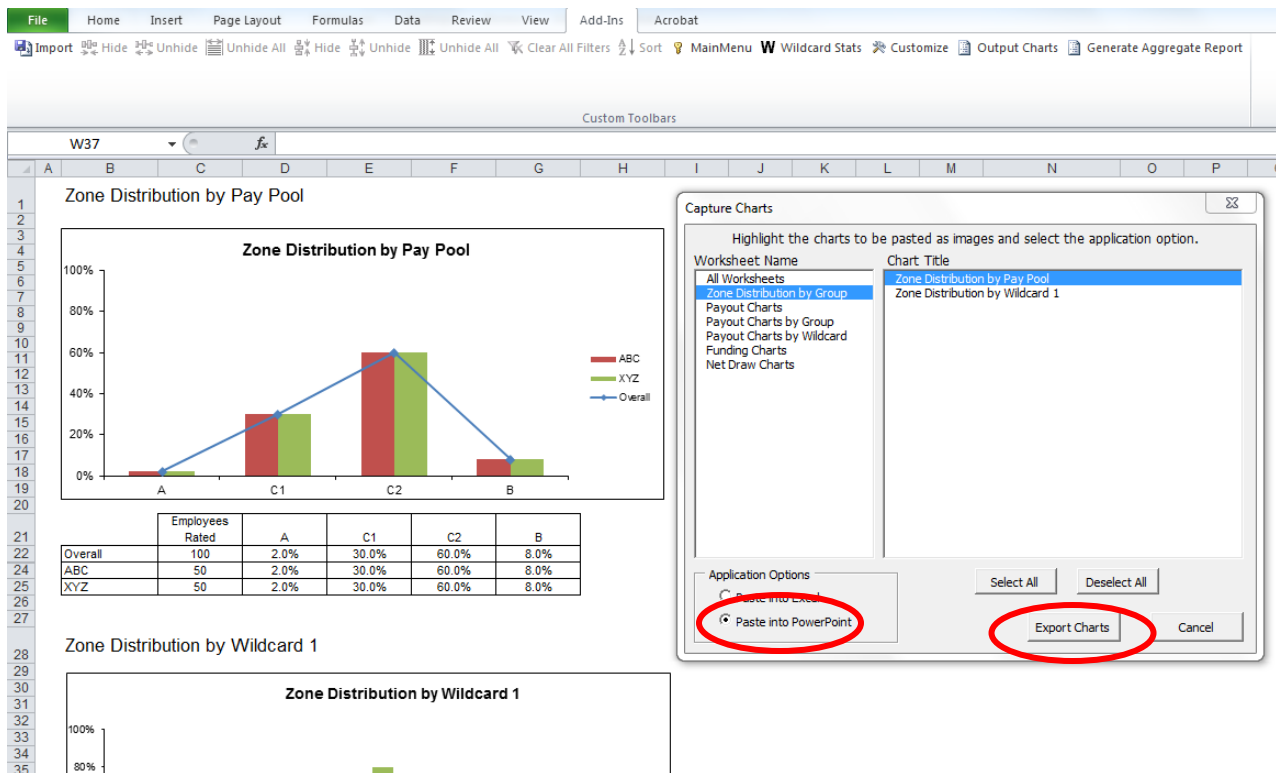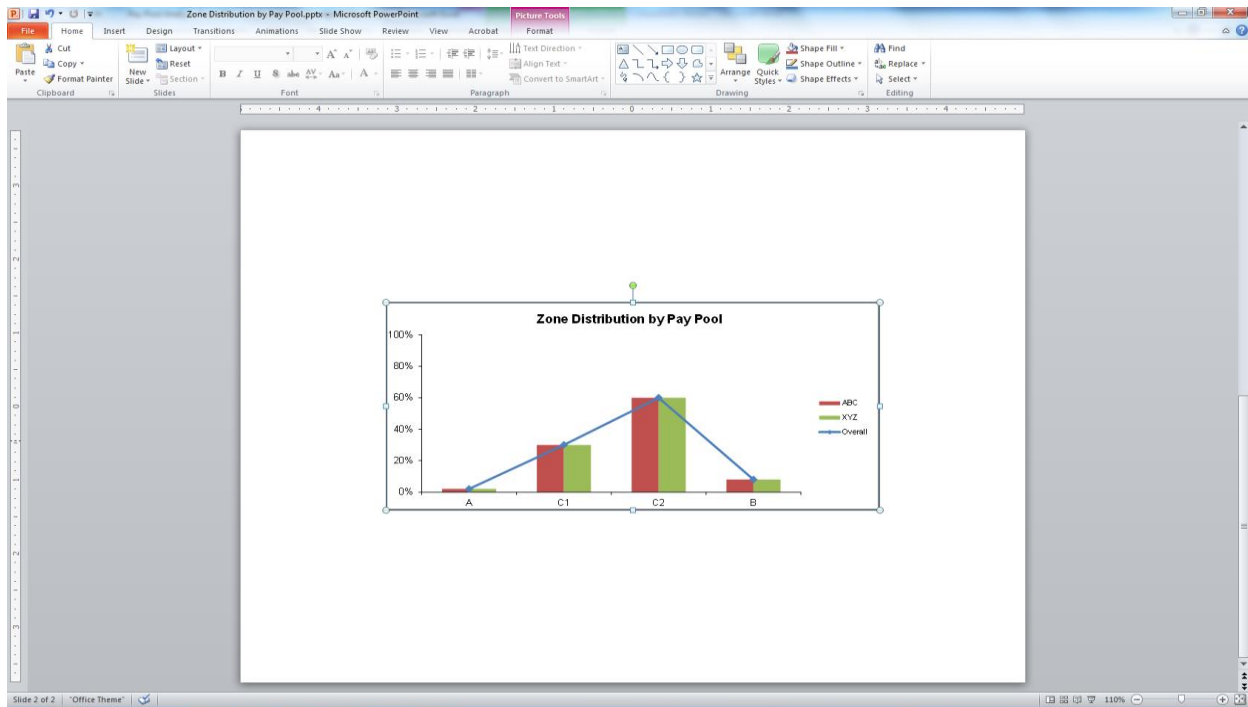
Copying Charts into Excel

To copy charts from the PAT into Excel:

1. Click on the "Output Charts" button in the Add-Ins menu bar. This opens a selection window listing the available worksheets and charts.
2. Select the worksheet and the specific chart(s) you want to capture.
3. Under Applications Options, select the radio button for "Paste into Excel."
4. Select the "Export Charts" button. This opens an Excel file with your selected charts and a prompt to name and save the file. Charts are imported into Excel as pictures.

Copying Data from Worksheets

You can copy and paste data from the PAT to another Excel file to conduct additional analysis or to create additional views.

To copy selected data to a new spreadsheet:
1. Select the cells you want to copy.
2. Select "Copy" from the Home menu bar or right click and select "Copy."
3. Open the spreadsheet you want to copy the data into.
4. Select "Paste Special" from the Home menu bar or right click and select "Paste Special."
5. Select the "Values" radio button under Paste in the Paste Special window and click "OK." The data will be pasted as it exists in the PAT worksheet including any hidden columns.
6. As an extra step to allow the data to look more presentable in the new location, immediately select "Paste Special" again and select "Formats."